

DD/A Registry  
83-0432

MEMORANDUM FOR: Executive Director

DD/A REGISTRY

VIA: Deputy Director for Administration  
Administrative Officer, DCI

FILE: 30-1

FROM: [REDACTED]  
Chairman, Fine Arts Commission

STAT

SUBJECT: Request for Approval to Incur Expenses  
[REDACTED]

STAT

1. Approval is requested to incur expenses allowed under  
[REDACTED]

STAT

2. I believe the expenditure of appropriate funds is authorized under [REDACTED] for the cost of lunches on 15 February 1983 for the purpose of establishing a working relationship on behalf of the Fine Arts Commission with a sculptor whose work is to be displayed in the Agency exhibit hall.

STAT

3. Our guest will be [REDACTED] sculptor.

STAT

4. U.S. Government employees serving on the Fine Arts Commission who will be present:

[REDACTED], Chairman, FAC  
[REDACTED] Agency Consultant

STAT

[REDACTED] Exhibits Committee Chairman  
[REDACTED] Arts Committee Chairman

STAT

STAT

5. The estimated cost of this luncheon will be \$40.

[REDACTED]

STAT

83-0432

SUBJECT: Request for Approval to Incur Expenses   
(DDA 83-0432)

STAT

APPROVED:

*for* /s/ James H. McDonald

Deputy Director for Administration

14 FEB 1983

Date

I certify the availability of funds in the amount indicated in paragraph 5:

/s/

Budget and Fiscal Officer, DCI

2/15/83

Date

APPROVED:

/s/

*for*

Executive Officer

2/15/83

Date

Distribution:

- 0 - Return to Chm/FAC
- 2 - DDA
- 1 - EXDIR
- 1 - B&F/DCI

## ROUTING AND TRANSMITTAL

Date

14 FEB  
1983TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

Request Staff

MA

14 Feb. 83

2.

3.

Ed/DDA

DA

14 FEB  
1983

4.

DDA

J

14 FEB  
1983

5.

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

## REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.